

**Central Colorado Regional Airport  
Board Meeting Minutes  
November 2, 2009**

- 1. The meeting was called to order at 6:35 pm by Chairman Mal Sillars.**
- 2. Attendees: Board Members Tom Bell, Robin Dailey, Bob Freed, Cherie Haarberg and Mal Sillars; Cara Russell, Mayor; Sue Boyd, Administrator; Bob Johnson, Airport Operations Specialist; Tom Moore**
- 3. Changes to the agenda were adopted by the Board members.**
- 4. Approved minutes from October 5, 2009 Board meeting and changes to minutes from October 26, 2009 special work session were approved.**
- 5. There were no public comments.**
- 6. No financial report was available. Sue Boyd reported that she discussed the inclusion of the dump truck in the financial report with Christine per our work session meeting to see if any changes are needed. The grant application is due this month with C-DOT.**

**Sue Boyd asked what the Airport Board feels should be included in the monthly report. The following items were suggested: number of operations on the airfield, amount of fuel sold (AV and jet), number of passengers (from the standpoint of economic benefit to the town and area), number of go-around's, takeoff's and landings for general aviation and charter aircraft, and number of rental cars used. Cara Russell suggested tracking the number of contacts made to the airport via emails, phone calls and visits in order to gather marketing data for the Business Plan.**

**Regarding fuel sales reporting, Sue cautioned about being able to reconcile these reports with the financial reports. Bob Johnson stated that it is very difficult to reconcile fuel inventory due to the affects of outside temperatures and other issues creating differences in readings.**

**7. Airport Activity Report: Bob Johnson stated that we have three groups currently testing: Ft. Rucker Army testing program, West Star Aerospace and BLR Aerospace, which will be economically beneficial.**

**8/9. Comments by Airport Manager/Town Administrator: Sue Boyd advised that the Town has received thirteen applications for the line technician position.**

**10. Old Business**

**A. RTA – terminal work – status: Mal Sillars asked Sue Boyd if RTA has been notified of the Trustees decision to move on immediately with the renovations and Sue said she had contacted them. Sue requested bid documents from them which will need to be reviewed by the attorney and Trustees. Mal mentioned that the high perimeter fence needs to be completed. The fence had been purchased by a grant. That it needs to be completed was brought to our attention by Chris Shaffer of the FAA. Sue stated if the fence must be done, it could affect the RTA contract. There is a possibility that the fencing that was not used previously may have gone to Public Works. Sue will check into this matter. Mal would like to know the original amount of the grant we are currently working on and a breakdown of where it is being or has been spent. It is hopeful that the work will be completed prior to April 1, 2010.**

**B. Jviation – runway wrap-up: Mal asked Sue to check into the status of the core sample, inasmuch as the airport will be able to accept C-130's as soon as the sample is deemed acceptable by the engineering firm.**

**Sue also mentioned that credit from work done by Jviation can be used elsewhere. The issue of security lighting was one recommendation, but will have to be investigated.**

**C.--Ground lease package: How do we deal with priority of assignment in our ground leases? If the 'highest and best use' is to be referred to in the lease agreements, Sue asked for specific criteria wording in order to prevent liability issues. The airport**

**plan shows commercial areas, but Sue stated that there needs to be a policy statement. Grant assurances could be jeopardized and private versus commercial standards for hangars could be an issue if there is not an active policy. There have been several applicants waiting for the leases and Sue suggested that if someone is ready to build, they should apply for a permit with the Town.**

**D. Business Plan – Status: A marketing assessment with all components of business activity including a cost benefit analysis of operating costs and a marketing program are the first steps needed. Sue recommended that we prioritize our visions according to those that are most easily accessible as well as difficulty of achievement. Items to be considered are fuel, lease spaces, purchase of the Mandes hangar, grant availability for capital investments and requirement for matching funds.**

**E. AWOS update: Per Mal Sillars, we currently pay about \$5,200 per year for maintenance, etc. Avionics Specialists has proposed an update of equipment with no charge but they would charge \$4,800 per year for performing maintenance. They would also install four web cameras and submit our AWOS weather data into the National Aerospace Data Interchange Network. The Airport Board approved this proposal and Sue will present same to the Trustees. Mal is to set up a meeting with Avionics Specialists and advise Sue of the date and time.**

**Mal also stated that a representative from the National Weather Service looked at our airport site this summer. They are interested in installing instruments by our AWOS equipment for a National Climatic Data Center solar study.**

**F. 2010 Budget: Per Sue Boyd, the airport needs to revise the budget revenue projections between now and December 15, 2009. There is concern among some Trustees about approving the budget as currently proposed. Modification to the budget should be proposed by the December 8 Trustees meeting.**

## **11. New Business**

**A. Aviation – proposal to contract with for hangar development regarding grade requirements: FAA and CDOT approval will be needed to use money for grading requirements for drainage issues.**

### **B. Results of Airport Board Work Session**

- 1) Jeff Price, Consultant, recommended that a civil penalty should be attached to infractions.**
- 2) It was also recommended that a newspaper article be written advising the public that infractions are to be reported to the proper authorities and not the airport.**
- 3) The Airport Board's role in planning needs to be in partnership with the Trustees per Sue Boyd, inasmuch as the Trustees are responsible for all decisions.**

**11. The Board and Staff Comments: Mal Sillars stated that Steve Wartman wishes to resign from the Airport Board due to his workload. Mal asked whether the code states that we have five or seven board members? He also stated that the owner of Eddyline is interested in becoming a board member. He owns a private aircraft and is licensed as a private and commercial pilot. Sue Boyd will check into the code regarding membership.**

**12. Adjournment: 9:02 pm**